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23 October 1953

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MEMORANDUM FOR: Chief, Support Staff  
SUBJECT : Weekly Activity Report

A. PROGRESS REPORT - OLD PROJECTS

1. [ ]

a. The overseas-type pouching procedure for [ ] which has been under study for the past three weeks has been established and will be announced in an OTR Notice within a few days.

b. The original manual-type line from the Pentagon has been disconnected. All calls are now handled on the automatic tie-line.

c. Action has been initiated through Washington channels to effect the transfer of one [ ] When approved, the transfer will be accomplished locally.

d. The contract for Mr. [ ] will be ready Monday, 26 October. We have received approval from Classification and Wage Division to employ him at a rate equivalent to the third step of WB-17.

2. [ ]

a. Status of surplus [ ] personnel:

At this time it appears that Mr. and Mrs. [ ] will be reassigned to EE.

Mr. [ ] will return to the Security Office.

[ ] (Supply Officer) has been reassigned to the Office of Logistics.

b. Cancellation of all [ ] procurement actions has been requested by the Logistics Office. Equipment already on hand will be returned to stock.

25 YEAR RE-REVIEW

3. [ ]

a. A request was received from the Commercial Division for detailed information on depreciation, insurance, and maintenance costs of both vehicles of the Project. Information is being compiled.

b. The weekly report of utilization of [ ] facilities is attached.

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4. External Training Program. Mr. [redacted], Inspection Division, Security Office, discussed with Messrs. [redacted] the security and administrative procedures of the SAIS program. This is preliminary to a security survey of the program.

B. ITEMS OF CURRENT INTEREST

1. The first and second phases of OTR's move will take place on 23 October 1953. Phase I: The [redacted] from [redacted] to R&S. Phase II: The Advance Training Division from [redacted] to R&S.

C. NEW PROJECTS DURING WEEK - None

D. ITEMS OF ADMINISTRATIVE INTEREST

1. Vehicles at Headquarters. A review of utilization of OTR's [redacted] vehicles in the Washington area is being made in connection with a report on each vehicle requested by the Transportation Division, Logistics Office.

2. Top Secret Control Procedure. The Top Secret control procedures in OTR are being revised to combine the two areas, currently TR(G) and TR(S), into one area under the control of Miss [redacted]. Provisions will be made for Assistants in various sub-areas when necessary. The CIA Top Secret Control Officer has requested that OTR place in effect on a trial basis the proposed revised Top Secret Control System. The Administrative Officer has agreed to do so.

3. Personnel

a. Mr. [redacted] joined the staff of the Personnel Section on 19 October 1953.

b. To date, this office has received approval from the CIA Career Service Board to encumber twenty-two of the forty Career Development Slots.

4. Language Aptitude Test Project. In accordance with the terms of the contract, a \$2,000 cashier's check is being delivered by Chief, A&E to [redacted] as advance on the project.

5. Finance. A request for advance of funds for individual tutoring has been received from a trainee in Program G ([redacted]). Funds for this purpose were approved in original training request. However, Chief, Programs Division has requested that the trainee

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furnish rejustification for need of a tutor, and the Security Office has requested that basic biographic information of tutor be furnished prior to approval. [ ] is transmitting details to the students.

6. Budget. In preparation for Bureau of the Budget Hearing, specific questions were submitted to OTR by the DD/A on 16 October concerning the OTR budget. Reply was made by suspense date; 10:00 a.m., Saturday, 17 October.

[ ]  
Administrative Officer, OTR

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Attachment: [ ] report

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